

☐ UNCLASSIFIED☒ INTERNAL  
ONLY☐ CONFIDENTIAL☐ SECRET

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM:

Ch/FAC 5B2830

NO.

DATE

24 May 65

TO: (Officer designation, room number, and building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

C/LSD/OL  
2E24 Hq.25  
May 65

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FORM  
1 DEC 56

610

USE PREVIOUS  
EDITIONS☐

SECRET

☐

CONFIDENTIAL

☐INTERNAL  
USE ONLY☐

UNCLASSIFIED

~~CIA INTERNAL USE ONLY~~

24 May 1965

MEMORANDUM FOR: Executive Director - Comptroller

SUBJECT: Fine Arts Business

1. For your approval there are attached three papers containing recommendations. These deal with:

- a. The Main Reception Room,
- b. Some changes in the Main Foyer,  
and
- c. The approaches to the North and  
South Cafeterias.

There are some fairly large boards with displays on them which I feel you should examine in connection with your consideration of these proposals submitted in memorandum form. May I suggest that, at your convenience, [ ] and I bring them to your office to discuss in connection with the above memoranda.

2. For your information the following activities have been going on. These George and I have felt need not require your explicit approval because no extraordinary funding was required:

- a. Changes have been proposed by Miss Jaffee for the Medical Center which have the concurrence of Dr. Tietjen. These involve carpeting the reception area, some painting, and other minor adjustments.

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b. The Security Reception Area on the first floor will be improved by carpeting this area and reupholstering chairs. This has the concurrence of the Director of Security.

c. At the suggestion of [redacted] and myself, [redacted] arranged with Mr. Echols to have a young man by the name of [redacted] to do a staff study on the more effective use of bulletin boards for management in communications with employees. We have seen the first draft of this and feel that this study should result in distinct improvements in this area.

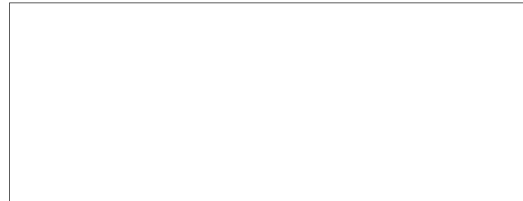
d. [redacted] informs me that the painting contract for the Building has been signed and action in this regard only awaits the conclusion of Top Secret clearances for the painters. The contract calls for accomplishment in 260 days. Concurrent with this the FAC has been consulted by [redacted] with regard to his proposal to take steps with the head of each office area as it is painted to solicit his assistance along with the employees under his supervision in taking care of the newly painted areas as well as other portions of the Building. This is an educational program which we feel is very necessary else a newly repainted building, judging from our history, will look shabby again soon.

e. [redacted] has had attractive signs properly posted in all the lavatories in the Building inviting the employees to help keep the facilities clean and asking them to report need for maintenance.

f. Final drawings for the counter at the All Source Center Reception area on the first floor have been received from ISD, have the concurrence of Security, and are being ordered for construction by GSA carpenters. Completion of this unit should complete the work required in this area.

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3. We have received from ISD preliminary plans for the arrangement of the immediate offices of the DDI and the DDS. We would like your guidance as to the appropriateness of continuing our planning in these two areas. Our next step, if you consider the timing to be right, would be to invite the ISD representative (Miss Jaffe) down to discuss her proposals directly with  and Colonel White.



**Chairman  
Fine Arts Commission**

**Attachments (3)**

Main Building Reception Room, 18 May  
Guard Desks and Cushions for  
Marble Seats in Main Foyer  
in Langley Building, 19 May  
Approaches to North and South  
Cafeterias, 19 May

cc: C/LSD/OL

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18 MAY  
1965

**MEMORANDUM FOR: Executive Director-Comptroller**

**SUBJECT: Main Building Reception Room**

1. This memorandum contains a recommendation for approval of the Executive Director-Comptroller. Such recommendation is contained in paragraph 5.

2. Interior Space Design, Incorporated (I. S. D., Inc.) has submitted detailed specifications and recommendations for the redesign of the Main Building Reception Room. [redacted] and his staff of the Logistics Services Division have participated fully in the development of these plans and concur in them.

3. The Fine Arts Commission has reviewed this proposal with the I. S. D., Inc. representative and they endorse I. S. D.'s treatment of the area, including the selection of various items of furniture. Preliminary plans for this area were presented to the Executive Director-Comptroller earlier this year. At that time the Executive Director-Comptroller approved, in principle, the treatment which has now been finalized.

4. Construction costs are estimated to be \$35,000. Furniture selected by I. S. D., Inc. and approved by the Fine Arts Commission is estimated to cost \$16,462.93.

5. It is recommended that the Executive Director-Comptroller approve the redesign and furnishing of the Main Reception Area. Total cost is estimated not to exceed \$52,000.

161

[redacted]

**Chairman  
Fine Arts Commission**

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**SUBJECT: Main Building Reception Room**

**APPROVED:**

\_\_\_\_\_  
Date

\_\_\_\_\_  
**Lyman B. Kirkpatrick**  
**Executive Director-Comptroller**

**Distribution:**

- Orig. & 1 - Addressee
- ✓ 2 - C/Fine Arts Commission
- 1 - C/LSD/OL

**OL/LSD**

(13 May 65)

STAT

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19 May 1965

MEMORANDUM FOR: Executive Director - Comptroller

SUBJECT: Guard Desks and Cushions for Marble  
Seats in Main Foyer in Langley Building

1. This memorandum contains a recommendation in paragraph 4 for the approval of the Executive Director - Comptroller.

2. Interior Space Design, Incorporated (ISD) submitted detailed specifications and requirements in response to our request for a design for the Guard desks and cushions for marble seats in the main foyer in Langley Building. [redacted] and his staff and the Fine Arts Commission have participated fully in the development of these plans and concur in them.

3. It is estimated that the construction costs for the two guard desks would be on the order of \$500 each. The six cushions to be covered with red plastic, the same as on the benches now standing at the head of the stairs in the Main Foyer, would be on the order of \$700.

4. It is recommended that you approve the design and the purchase of the two guard station desks and the six cushions for the marble benches, the total not to exceed \$1700.

[redacted]  
Chairman  
Fine Arts Commission

The recommendation in paragraph 4  
is approved:

\_\_\_\_\_  
Executive Director - Comptroller

Date \_\_\_\_\_

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19 May 1965

MEMORANDUM FOR: Executive Director - Comptroller

SUBJECT: Approaches to North and South Cafeterias

1. This memorandum contains a recommendation in paragraph 5 for the approval of the Executive Director - Comptroller.

2. Interior Space Design, Incorporated (ISD) submitted detailed specifications and requirements in response to our request for a design for the approaches to the North and South Cafeterias. [redacted] and his staff and the Fine Arts Commission have participated fully in the development of these plans and concur in them.

3. As shown on an accompanying design there are involved

a. The North Approach: 16 individual seats locked together as shown in the illustration, coat racks immediately inside the cafeteria and two guard desks. This design has been coordinated with the Employee Activity Association which has a station located at the entrance to the North Cafeteria.

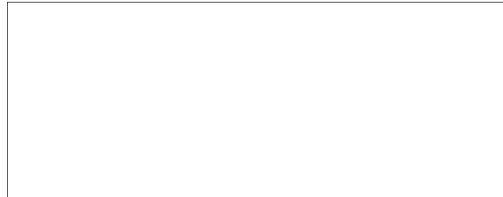
b. South Cafeteria Approach: Includes eight individual seats against the glass facade back of which are coat facilities; 16 seats locked together opposite and facing the park; and two guard stations.

4. It is estimated that the costs of the furniture for the recommended design is about \$5400 not including some internal construction work which is a minor additional cost.



5. It is recommended that the Executive Director -  
Comptroller approve the design and purchase of furniture at a  
total cost not to exceed \$5400.

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Chairman  
Fine Arts Commission

The recommendation in paragraph 5  
is approved:

\_\_\_\_\_  
Executive Director - Comptroller

Date \_\_\_\_\_